



JOB DESCRIPTION

POSITION TITLE: GIS Analyst

REPORTS TO: Utilities Superintendent

EMPLOYMENT CLASSIFICATION: Full-Time

DEPARTMENT: Utilities

FLSA CATEGORY: Non-Exempt

PAY TYPE: Hourly – Grade 8

POSITION SUMMARY

The GIS Analyst performs various duties related to the development and maintenance of the Village's GIS department including database administration and design, geographic analysis, system configuration, application development, project management, training, workflow development, and data management of the Village's Enterprise GIS. The GIS Analyst facilitates the access and usability of spatial databases and appropriate attribute information for internal and external users. The GIS Analyst also provides support through development of maps and applications for various departments as well as keeping existing maps and databases updated. This position reports directly to the Utilities Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Coordinates the research, installation and testing of new GIS technology; provides procurement, implementation, and support and assistance to Village departments in integrating GIS technology to meet the specific needs to various departments
- Oversees the creation and maintenance of spatial layers and complex databases;
- Develops standards for GIS procedures, processes, applications, analysis, map production, documentation, and data management
- Responsible for GIS Enterprise administration, including GIS and Database Management System maintenance, granting and removing user permissions, authorizing and configuring software licensing, and implementation of appropriate backup procedures
- Plans, coordinates and reviews all short and long-term projects related to the creation, maintenance and development of the Village's GIS system and data
- Create and maintain feature layers, maps, and apps in ArcPro and ArcGIS Online for various departments
- Utilize advanced GIS components and techniques to design and create cartographic quality maps for Village Board presentations, Plan Commission reports, and others as needed

- Updates maps as new data is received relative to new subdivisions, developments, capital improvement projects, and other projects
- Research, obtain, read, and interpret source documents, such as engineering plans, plat maps, and legal descriptions to accurately develop geographic and analytical data
- Stays up-to-date of professional and technical trends to ensure appropriate knowledge base to lead the GIS program. Supervises the use, care and operation of GIS equipment
- Provides technical expertise and consultation for departments regarding the use of GIS technology and applications; assists departments in planning, future technology acquisitions and budgets accordingly; analyzes current data handling systems and procedures to evaluate their effectiveness
- Provides quality control for the GIS and troubleshoots GIS technology issues, analyze and assess various data sets for accuracy, completeness, and usability
- Installing and testing new GIS software; maintains computer hardware and accessories; provides computer software, hardware, and mobile device support for the Public Works Utilities, and Parks & Recreation departments
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service
- Creation and maintenance of the ArcGIS Hub

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of

- Enterprise geodatabase design, creation, and maintenance
- Esri ArcGIS software including ArcPro, ArcGIS Online, Collector for ArcGIS/FieldMaps, Survey123, ArcGIS Server Manager, Portal for ArcGIS, and ArcMap
- A variety of applications including Esri ArcGIS Enterprise, Microsoft (MS) SQL, and permitting software
- Python, ModelBuilder, JSON, NotePad++ or another common GIS scripting language
- Principles, concepts, techniques, and procedures of GIS planning, systems development, database design, and analysis
- Symbols and terminology used in civil, architectural, or electronic engineering drawings
- Trimble products suite; including GeoXH series data collectors, TerraSync and Pathfinder Office software
- Microsoft Office suite products 2010 or newer

Ability to

- Ability to independently manage multiple work assignments, prioritize, and complete all assignments accurately and in a timely manner
- Ability to comprehend and interpret a variety of documents including survey, cadastral, topographic and other pertinent maps, site plans, permits, deeds, and legal descriptions
- Ability to read and utilize plat maps, engineering plans, and aerial maps
- Ability to work with vector and raster datasets
- Apply standard cartographic methods, theories, and principals

- Ability to work with a high degree of accuracy and attention to detail
- Must display ability for accuracy, neatness and good judgment
- Ability to take direction, facilitate communication, resolve problems, work individually and as part of a team, receive and give constructive criticism
- Ability to communicate effectively, orally and in writing
- Accept a broad range of job assignments and have flexibility to change scope of work without questions
- Adapt to the needs of the department
- Apply good judgement when dealing with sensitive issues related to Village activities
- Work in a team environment and assist with training as needed

REQUIRED EXPERIENCE, EDUCATION AND TRAINING

- Bachelor's degree from an accredited college or university in geographic information system, geography, engineering, computer science, surveying or urban regional planning
- Minimum of three (3) years of progressive professional experience with Geographic Information Systems and Esri Enterprise software
- Desire to improve knowledge in GIS by attendance at job related seminars and conferences
- Stay current with trends and development in GIS software in order to remain current with changes and growth in GIS through memberships such as WLIA (Wisconsin Land Information Association) and specialized training as necessary
- Ability to acquire and maintain a valid Wisconsin driver's license

PHYSICAL DEMANDS

Must have the physical ability to undertake all tasks related to the duties of this position. Must be able to travel across rough, uneven or rocky surfaces when conducting field inspections or performing survey work. Must have ability to work under moderately unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, noise, wetness, machinery, electrical currents, traffic hazards and/or dust may cause discomfort and where there may be a risk of injury.

The Village of Greenville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. In addition, the Village reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.

Village Board Approval: